Photography in the Field
Protocols for Image Capture and Processing

For every image that is captured and to be submitted to the Research Department's Network Drive (referred to as Q Drive from here on), it is the crucial responsibility of the photographer to record information that describes the image (metadata).

There are 3 cameras that can be used in the field. AW130 is the preferred model to be used in the field.

Nikon COOLPIX AW130   Nikon COOLPIX P7800
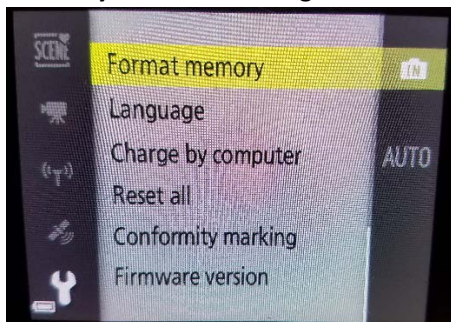
Preliminary Actions

Assumes that images from previous events have been submitted to Q Drive
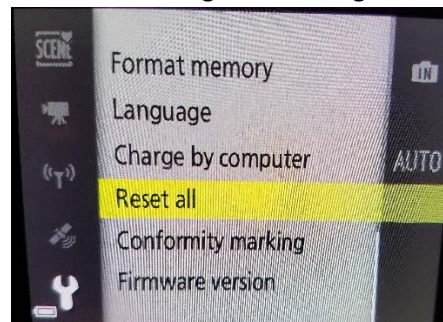
Prior to leaving for the field

- Clear Camera Memory
- Reset Image Numbering
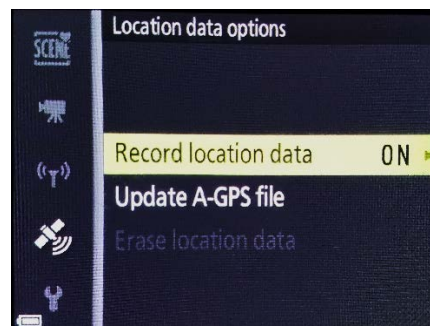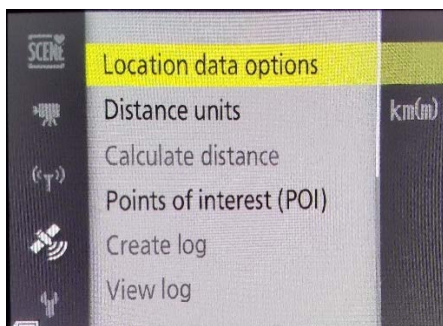- Turn on Record Location Data

AW130

Use the Menu button to select **Set Up/Format Memory** to erase all images on camera

Use the Menu button to select **Set Up/Reset All** to reset the image numbering

Use the Menu button to select **Location Data Options/Record Location Data** and set to **ON**

In the Field

During a session of taking pictures in the field (during a visit to a single site, for example) record the following in the **Field Image Data Recording Notebook**

- Date
- Image Numbers (Range)
- Trip Name
- Photographer
- Location Description/Site Name
- Image number and description (see examples below)
  - Collector and collector number
  - Tag ID number
  - Species depicted, image description, associated collections

Field Image Data Recording Notebook Example Pages

Voucher Collections

Demographic Monitoring

Miscellaneous

Date 8-15-2016
Image Numbers 001 - 010
Location/Site Name
Phillips County - Site A
Trip Name
Flora of Phillips County
Photographer Jan Wingate
Species Depicted
Image #
1 habitat
2. habitat
3 Jan #535
4 Jan #536
5 Jan #538
6 habitat
7 staff
8 Jan #539
9 Jan #540
10 Jan #540

Date 7-9-2016
Image Numbers 053-057
Location/Site Name
Powerline
Trip Name
Sclerocactus glaucus Demographics
Photographer Margo Paces
Species Depicted
Image #
53 Scgl 4738
54 Scgl 4739
55 habitat
56 Staff + habitat
57 Artemisia tridentata

Date 6-25-2016
Image Numbers 638 - 644
Location/Site Name
Chatfield Transect # 7
Trip Name
Chatfield Restoration/Vegetation Monitoring
Photographer Katherine Fu
Species Depicted
Image #
638 Populus deltoides
639 Prunus virginiana
640 Salix interior
641 Katherine Fu #38
642 Katherine Fu #39
643 Stream + habitat
644 Katherine Fu #40
     Seeds collected
     Andropogon gerardi

Image description

Collector and collector number for image of orgamism collected as herbarium specimen voucher

Species depicted in image

Tag ID number on plant that is revisited/ monitored

Information about collections made in association to organism depicted

Please note, these are only examples of how metadata recording pages can look. The more information and the better organized, the easier it will be to add metadata to images.

Image Processing

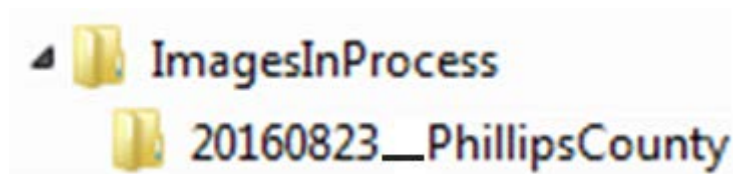## Part A: Transferring Images

After returning from the field transfer all images from camera to a ***new folder*** in the Images in Process Folder

<p style="text-align:center">Q:\Research\Images(new)\ImagesInProcess</p>

The ***new folder*** should be named using the convention: **YYMMDD_TripName** using the **first day** of the trip as the date.
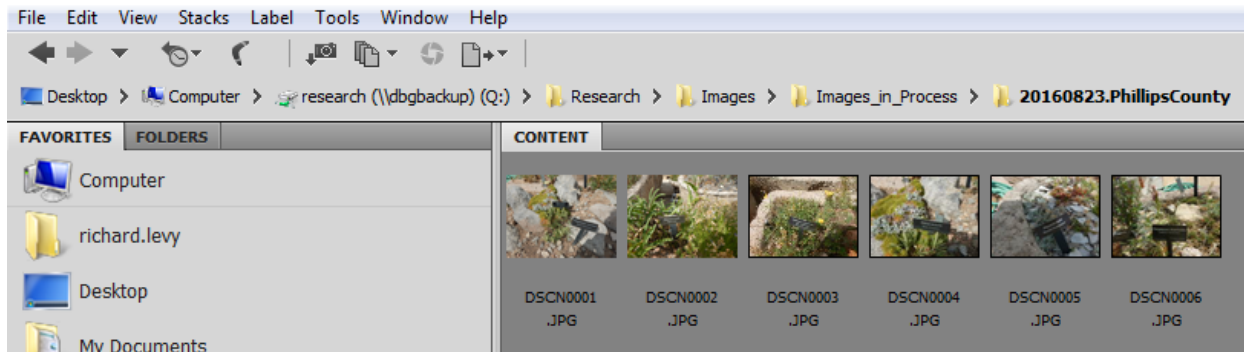
<p style="text-align:center">EXAMPLE</p>

Part B: Adding Metadata

Using the **Main Office Desktop** open **Adobe Bridge**

Navigate within Bridge to the folder with the images you wish to process

Select an image or range of images and right click. Select **File Info**

The images you select to add metadata to will depend on how broadly the information will apply. Information can be trip specific, locality/site specific, or specific to a single image.
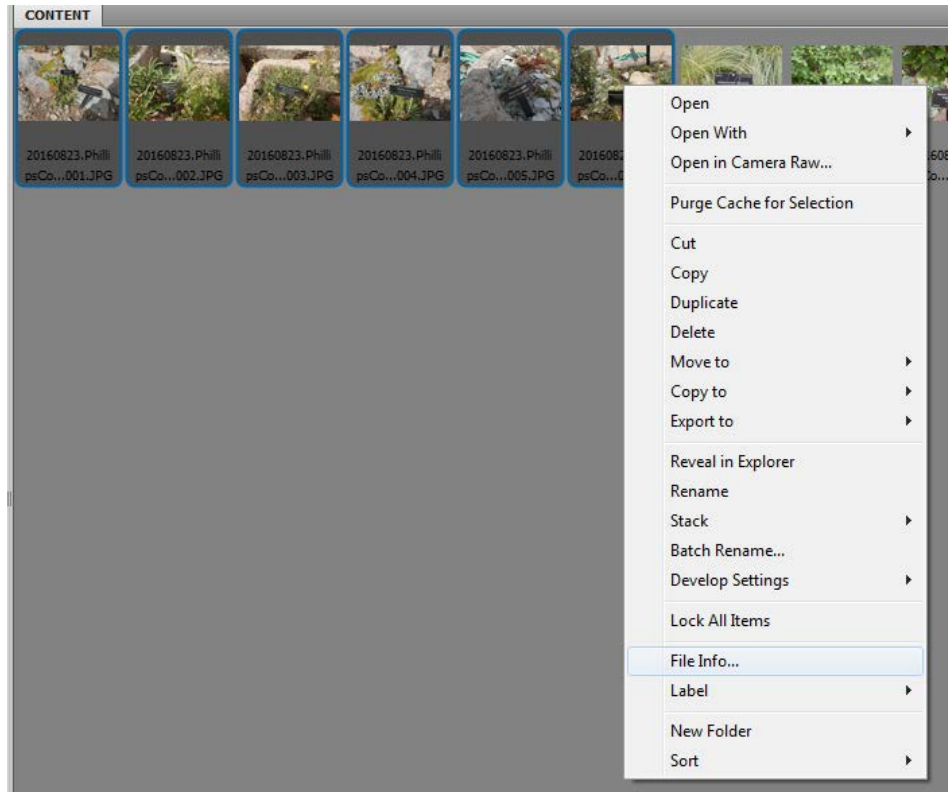
In the File Info Window there are 5 Tabs. Add metadata using the first 4 tabs:

Description, **Origin, IPTC Extension**, and **Generic Panel**.

Complete the fields demarcated and defined* below <u>in accordance with the best available information</u>**

*Some fields are defined with default values

**Completion of all fields is not required, but due diligence is

Description Tab

| Description | Origin | IPTC Extension | Generic Panel | Raw Data | ▼ |

Document Title: [ ]

→ Author: [Photographer]

Author Title: [ ]

→ Description: [Text describing image and its subject(s)]

Rating: ★ ★ ★ ★ ★

Description Writer: [ ]

Keywords: [ ]

ⓘ Semicolons or commas can be used to separate multiple values

→ Copyright Status: [Public Domain ▼]

→ Copyright Notice: [CC0 1.0 Universal]

→ Copyright Info URL: [https://creativecommons.org/publicdomain/zero/1.0/] [Go To URL...]

Created: 4/19/2005 — 2:05:59 PM   Application: Adobe Photoshop CS Macintosh

Modified: 4/19/2005 — 2:05:59 PM   Format: image/jpeg

Powered By
XMP™

[Preferences] [Import... ▼] [OK] [Cancel]

Origin Tab

| Description | Origin | IPTC Extension | Generic Panel | Raw Data | ▼ |

Date Created: 4/11/2005 9:20:47 AM

City:

State/Province: Country:

Credit:

Source: Denver Botanic Gardens

Headline:

Instructions:

Transmission Reference:

Urgency: (None) ▼

Powered By
xmp™

| Preferences | Import... ▼ | OK | Cancel |

IPTC Extension Tab

| Description | Origin | IPTC Extension | Generic Panel | Raw Data | ▼ |

All fields on this panel are from the IPTC Extension standard (http://www.iptc.org/photometadata).
* These fields have been included from the PLUS standard (http://www.useplus.org).

Digital Image Identifier:

───────────────────────────── **Description of the image** ─────────────────────────────

→ Person shown: Full first and last names of people in image spearated by semicolons or commas

ⓘ Semicolons or commas can be used to separate multiple values

Location in which the image was created:

Sublocation:

→ City: City

→ Province/State: Colorado

→ Country Name: USA

Country ISO-Code:

World Region:

[Copy this location into 'Location shown']

Location shown:

Sublocation	City	Province/State	Country Name	Country ISO-Code	World Region

Featured Organisation:

Name	Code

Event:

───────────────────────────── **Artwork or Object in the Image** ─────────────────────────────

Powered By
xmp™   Multiple files are currently selected

[Preferences] [Import...] ▼ [OK] [Cancel]

Research Image Metadata Tab

| Description | Origin | IPTC Extension | Generic Panel | Raw Data | ▼ |

Research Image Metadata

Place Photo Was Taken: `Locality Description/Site Name`

County: `County Name`

Scientific Name: `Latin binomial`

Genus: `Genus name`

Collection Code Where Specimen Deposited: `If object pictured was collected as a specimen (KHD or DBG for example)`

Barcode of Accessioned Specimen: `If object pictured was collected as a specimen (KHD0000123 for example)`

Specimen's Collector: `First and last name of primary collector if object pictured was collected as a specimen`

Specimen Collector Number: `Collector number if object pictured was collected as a specimen`

Demographics Tag Number: `Identifying number on tag if object pictured is plant associated with demographic studies`
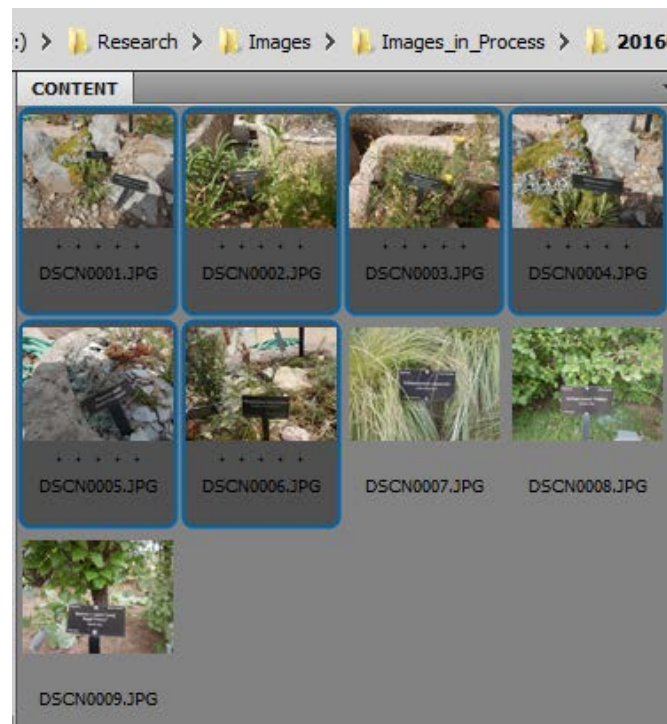
Powered By
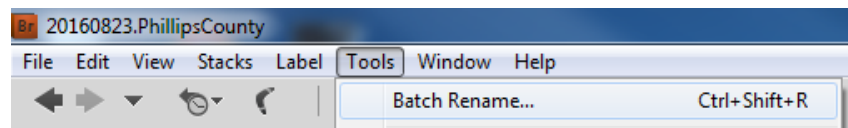**xmp**™

| Preferences | | Import... | ▼ | | OK | | Cancel |

Part C: Renaming Files

Referencing the **Field Image Data Recording Notebook** select all sequential images from a single locality/site
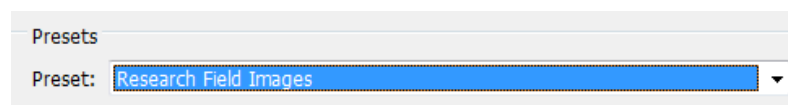

Select **Tools, Batch Rename**

Select the **Preset:** *Research Field Image*

Complete the **New Filenames Section** as exemplified below and select **Rename**

Batch Rename

Presets

Preset: Research_Field_Images (Modified) ▼ | Save... | Delete...

Rename | Cancel

Preview

Destination Folder

◉ Rename in same folder
○ Move to other folder
○ Copy to other folder

Browse...

New Filenames

| Date Time ▼ | Date Created ▼ | YYYYMMDD ▼ | − + |
| Text ▼ | _ | | − + |
| Text ▼ | PhillipsCounty | | − + | ← Trip Name
| Text ▼ | _ | | − + |
| Text ▼ | LowerCreekBed | | − + | ← Locality/Site Name
| Text ▼ | _ | | − + |
| Sequence Number ▼ | 1 | Three Digits ▼ | − + | ← First Number in Sequence of Images from Site

Options

☐ Preserve current filename in XMP Metadata

Compatibility: ☑ Windows ☐ Mac OS ☐ Unix

Preview

Current filename: **description panel image.jpg**

New filename: **20170104_PhillipsCounty_LowerCreekBed_001.jpg**

One file will be processed

Repeat File Renaming for remaining sequences of images from other Localities/Sites

Part D: Filing Images

After images created in the field are processed, they should be properly filed on the Q Drive.

Where the images are filed depends upon the type of field work that was being done and under which project it falls.
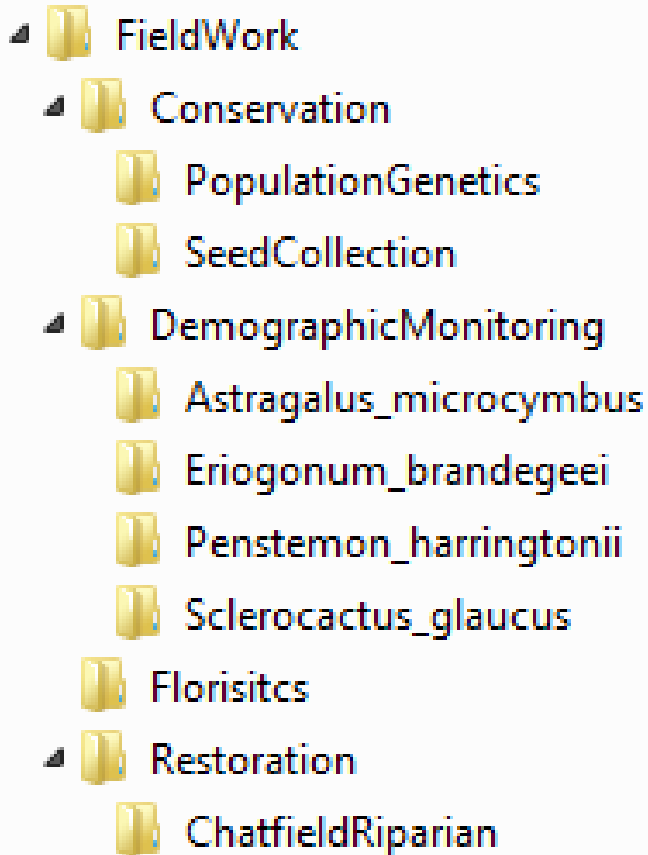
For naming a **Folder** containing Field Work Images use the naming convention:

YYYYMMDD_TripName_LocalitySite